



Tennessee Rehabilitative Initiative in Correction

JOB DESCRIPTION

Human Resources Manager

Human Resources

Metro Center

Job Description:

To recruit and maintain a strong workforce whose experience, values and ethics are consistent with the culture and expectations of the organization. Responsible for overseeing the day-to-day operations of the Human Resources Division. The Human Resources Manager is responsible for contributing to the organization's double bottom line which is both financial and program focused. This position is responsible for ensuring this unit is operated with a balance between the three spheres of influence affecting TRICOR which include business, societal and government.

Primary Responsibilities:

- Management of the day-to-day operation of the Human Resources Division including hiring, retention, employee relations and employee assistance programs.
- Develop and administer an effective recruiting program.
- Prepare, recommend, and maintain records and procedures for controlling personnel transactions and reporting personnel data.
- Answer questions and/or requests made by the Tennessee Department of Human Resources and other government agencies, including employee complaints. Represents TRICOR at hearings.
- Coordinate the employee performance evaluation program.
- Coordinate and/or conduct exit interviews to determine reasons behind separation.
- Develop and ensure compliance of TRICOR human resource policies, state and federal laws.
- Manages employee compensation and classification processes.
- Collaborates with executive and senior leadership teams on all human resource issues and functions.
- Serves as liaison with Finance and Administration's Shared Services Division.

Education, Experience and Qualities:

Required

- Bachelor's Degree and minimum 5 years experience in human resource management with recruiting responsibilities.
- Demonstrated success in managing an organization wide recruiting and employee retention program.
- Must be able to work in a fast paced and multi-faceted business operation within the parameters of State Government.

SALARY GRADE – Executive
FOR MORE INFORMATION CONTACT:

Julie Perrey (615) 741-5705 Ext.111

Send State Application or resume to:

TRICOR Human Resources

240 Great Circle Road, Suite 310

Nashville, TN 37228-1790

TRICOR.HumanResources@state.tn.us

Fax (615) 741-2696

Application Deadline –March 29,2011

TRICOR positions at TDOC facilities are working in a smoke free environment
The State of Tennessee is an equal opportunity, equal access, affirmative action employ